

Job Posting

November 14, 2022

Position Title: Clerk I (Part-Time)

Division: Finance

Union: Non-union/exempt

Performs a variety of clerical tasks to assist in the processing of a variety of financial health department records and provides clerical support to the finance staff. Completes various documents with information from the client or from file documentation, and assists in maintaining record keeping systems. Performs data entry and may generate reports. \$13.46-\$15.95 per hour.

Job Summary

- Greets the public in person as well as by telephone. Answers questions regarding departmental procedures and requirements, program requirements, and other activities. Takes messages and for staff.
- Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation. Boxes up and labels old year documents to be placed in storage.
- Operates computer terminal for entry of data such as time and effort data, billing information, supplies used, payments, vouchers, client information, changes and deletions of demographic information, and other data.
- Prepares, sorts, processes and files a variety of forms, applications, documents and records in accordance with departmental procedures and program guidelines.
- May perform routine bookkeeping tasks such as reviewing invoices and receivables, receipting donations, tracking expenditures, and receipting payments for services.
- Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, sending faxes, taking messages, and related tasks.
- Ordering and tracking the office supply inventory.
- All other duties as assigned.

Other Functions:

- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.
- Recognizes that positive employee relations are a necessary precedent for positive client relations. Provides assistance when seeing another in need. Contributes to the team effort of providing superior customer service to enhance the image of the Health Department. Refrains from holding negative conversations about duties, assignments, co-workers and clients. Adheres to Health Department telephone courtesy standards for answering, placing and transferring calls, as well as general telephone use. Does not allow personal telephone calls or visitors to interfere with telephone responsibilities, public encounters or customer courtesy to others. Demonstrates an effort to assure that customers/clients wait in

definite expectations of when and how they will be served. Professionally addresses others (smile, handshake, eye contact, voice, posture, grammar, grooming and dress). Responsible for promoting and securing potential clients and referrals.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Education, Training and Experience:

Education: High school graduation or equivalent.

Experience: One year of general clerical experience is required. May require experience and training in various software and computer equipment.

Other Requirements: Possession of a valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

PHYSICAL REQUIREMENTS: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access office files.

Ability to enter and retrieve information from computer.

Ability to access charts and other records and documents of the department.

Ability to operate copy machines and other office equipment.

Stooping, kneeling, and crouching to retrieve and put away supplies and materials.

May require the ability to lift and carry equipment weighing up to 35 lbs.

May require the ability to climb stairs to access work sites.

WORKING CONDITIONS:

Works in office.

May work in various off-site locations throughout the county.

Interested applicants may apply by submitting an application and a resume to Jill Schaefer, Executive Assistant, jschaefer@chippewahd.com. The application may be found on our website at <https://www.chippewahd.com/general-5>. EOE.